



CITY OF HOUSTON

Job Posting

SL/CMD

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Applications accepted from:

Job Classification
Posting Number
Department
Division
Section
Reporting Location
Workdays & Hours

ALL PERSONS INTERESTED

SUPERVISING ENGINEER
PN# 106329
Department of Public Works & Engineering
Planning and Development Services
Office of the City Engineer
611 Walker*
M-F, 8 A.M - 5 P.M*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises, coordinates and manages a variety of engineering activities involving the City’s standard specifications, standard details and infrastructure design manual for the City of Houston. Supervises and directs personnel to handle the City’s Plan Room including the archiving of record drawings. Provides leadership to the Joint Documents Committee for consistent standards and specifications throughout the City. Manages the Office of the City Engineer’s Website. Performs record keeping activities to maintain a filing system, reports and documentation for the Standards and Documents Section. Works with other PWE Divisions to administer, monitor, and implement product reviews and standards updating.

10 **WORKING CONDITIONS**

This position routinely requires standing, walking, bending, lifting and whatever means necessary to perform and negotiate field hazards including long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires graduation from an approved curriculum in engineering that is approved by the State Board of Registration for Professional Engineers with satisfactory standing.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of active practice in engineering work after graduation from an approved curriculum in engineering, with two (2) of the years as a licensed Professional Engineer, are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Requires registration as a Professional Engineer in the State of Texas with a speciality in hydrology and drainage issues. Valid Texas driver’s license and compliance with City of Houston’s policy on driving (AP 2-2) are also required.

14 **PREFERENCES**

Proficient in using Microsoft Office software: Word, Excel, Outlook, PowerPoint, and Access.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 29
\$1,885 - \$3,0156 Biweekly \$49,010 - \$78,416 Annually

18 **OPENING DATE**

August 17, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only **and resumes** are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD (Telephone Device for the Deaf) is (713) 837-9496.

An equal opportunity employer